

WIN	SR (WIN)	OTHER SR(S)? <input type="checkbox"/>	REGION	COUNTY	RECORD CREATED	DATE FORM REVISED	REVISION NO.
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<i>Title (WIN):</i> <i>Type of Work:</i>					ESTIMATED PROJECT COSTS		
					<i>Date of Cost Index:</i>		
					<u>Estimate</u> <u>Variance</u>		
					Prelim. Engrng:		
					ROW:		
FUNCTIONAL CLASS		NHS STATUS		ROADWAY <input type="radio"/> 2 lane <input type="radio"/> Multi-lane <input type="radio"/> Other...		OTHER PARTNERS? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe	
BEGIN (WIN) KP _____ MP _____		END (WIN) KP _____ MP _____		CENTERLINE LENGTH KM _____ Miles _____			RESURFACING LENGTH Lane KM _____ Lane Miles _____
<i>Will this Project be Value Engineered?</i> <input type="radio"/> Yes <input type="radio"/> No					NEW/ RECONSTRUCTION? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined		Total: Construction: _____ Benefit Cost (B/C) Ratio: _____

STATEMENT OF DEFICIENCIES/NEEDS	STATEMENT OF PURPOSE
<i>System Plan Page Number:</i> _____ <i>Year:</i> _____	

PROPOSED STRATEGY			
PIN -	%	Sub-Program/ Category SR: Begin to End MP	Project Title (PIN)/ Description
			Type of Work:
		SR Begin MP End MP	
			Type of Work:
		SR Begin MP End MP	

RIGHT-OF-WAY	PHASE DURATION	
<input type="radio"/> No <input type="radio"/> Yes <i>Relocation</i> <input type="radio"/> Yes <input type="radio"/> No	<i>Preconstruction Duration, Months:</i>	
	<i>Comments:</i>	
	<i>Construction Duration, Months:</i>	
	<i>Comments:</i>	
	<i>Recommended Ad Time?</i> <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Any	

Design Decisions Summary

PIN *	WIN	SR (PIN)	Title (PIN): Type of Work:				
PIN(S) COVERED	REGION	BEGIN (PIN) KP _____ MP _____	END (PIN) KP _____ MP _____	CENTERLINE LENGTH (PIN) KM _____ Miles _____	RECORD CREATED	FORM REVISED	REVISION NO.

GEOMETRICS AND TRAFFIC		ACCESS CONTROL DESIGNATION	
Design Matrix:	Row:	Design Year:	On Access Master Plan? <input type="radio"/> Yes <input type="radio"/> No
Need for Right-of-Way? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined		CURRENT DESIGN YEAR	Current:
Design Speed { Mainline: Crossroads:		ADT: Truck %:	Proposed: Access Mgmt . Classification:

ROADWAY GEOMETRIC DATA	EXISTING		PROPOSED		STANDARDS	
	Min/Max	Metric(calc) Min/Max	Min/Max	Metric (calc) Min/Max		
TOTAL NO. THROUGH LANES						
NO. LANES THIS PROPOSAL						
LANE WIDTH	/ ft	/ m	/ ft	/ m	ft	m
AUX LANE LENGTH	miles	km	miles	km		
AUX LANE WIDTH	/ ft	/ m	/ ft	/ m	ft	m
TOTAL ROADWAY WIDTH	/ ft	/ m	/ ft	/ m	ft	m
SHOULDER WIDTH LEFT/ INSIDE	/ ft	/ m	/ ft	/ m	ft	m
SHOULDER WIDTH RIGHT/ OUTSIDE	/ ft	/ m	/ ft	/ m	ft	m
TOTAL ROADWAY WIDTH + SHOULDER	/ ft	/ m	/ ft	/ m	ft	m
MEDIAN WIDTH	/ ft	/ m	/ ft	/ m	ft	m

ADDITIONAL PROJECT INFORMATION

PAVEMENT
Pavement Reconstruction? <input type="radio"/> Yes <input type="radio"/> No Start MP End MP Pavement Type Pre-level Amount (Tons/Lane-Mile) Pavement Depth ft mm calculated Ft mm Super-elevation or Crown Correction Milling Pavement Design Complete? <input type="radio"/> Yes <input type="radio"/> No

P1 ROADWAY PRESERVATION	ROADSIDE RESTORATION
Optional Minor Safety or Minor Preservation Work Start MP End MP Required Safety Items of Work Deferred? <input type="radio"/> Yes <input type="radio"/> No	Roadside Classification: <input type="checkbox"/> Forest <input type="checkbox"/> Open <input type="checkbox"/> Rural <input type="checkbox"/> Semi-Urban <input type="checkbox"/> Urban Treatment Level: Specific Commitments/Comments:

IMPROVEMENTS
Safety (curve realignment, slope flattening, illuminating, etc.): Hydraulic Decisions

DEVIATIONS	DESIGN VARIANCE INVENTORY (NHS P1 PROJECTS ONLY)
	Is Design Variance Inventory Complete? <input type="radio"/> Yes <input type="radio"/> No

REGIONAL OR OSC DESIGN CONCURRENCE	DATE	REGIONAL OR OSC DESIGN APPROVAL	DATE
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Environmental Review Summary

PART 1. PROJECT DESCRIPTION

WIN	SR (WIN)	OTHER SR(S)? <input type="checkbox"/>	REGION	COUNTY	RECORD CREATED	DATE FORM REVISED	
PIN	<i>Title (WIN):</i> <i>Type of Work:</i>						TOWNSHIP
							RANGE
BEGIN (WIN)	END (WIN)	CENTERLINE LENGTH		WITHIN PUGET SOUND BASIN?	WATER RESOURCE INVENTORY AREA (WRIA) NO. & NAME		
KP _____	KP _____	KM _____					
MP _____	MP _____	Miles _____					

PART 2. PERMITS AND APPROVALS REQUIRED

Permit or Approval	Permit or Approval
<input type="radio"/> Yes <input type="radio"/> No Corps of Engineers <input type="checkbox"/> Section 404 <input type="checkbox"/> Section 10 COE Type: <input type="checkbox"/> Individual <input type="checkbox"/> Nationwide Individual Permit #: Nationwide Type:	<input type="radio"/> Yes <input type="radio"/> No Nat. Pollutant Discharge Elimination System (NPDES) Baseline General for Construction <input type="checkbox"/> Stormwater Site Plan <input type="checkbox"/> Temporary Erosion Sediment Control Plan (TESC)
<input type="radio"/> Yes <input type="radio"/> No Coast Guard	<input type="radio"/> Yes <input type="radio"/> No Shoreline Permit
<input type="radio"/> Yes <input type="radio"/> No Coastal Zone Management Certification	<input type="radio"/> Yes <input type="radio"/> No State Waste Discharge Permit
<input type="radio"/> Yes <input type="radio"/> No Critical Area Ordinance (CAO) Permit	<input type="radio"/> Yes <input type="radio"/> No Temporary Modification of Water Quality (TWQM) standards
<input type="radio"/> Yes <input type="radio"/> No Flood Plain Development Permit	<input type="radio"/> Yes <input type="radio"/> No Tribal Permit(s) (Any)
<input type="radio"/> Yes <input type="radio"/> No Forest Practices Approval	<input type="radio"/> Yes <input type="radio"/> No Section 4(f)/6(f): Wildlife Refuges, Recreation Areas, Historic Properties
<input type="radio"/> Yes <input type="radio"/> No Hydraulic Project Approval	<input type="radio"/> Yes <input type="radio"/> No Water Use Permit
<input type="radio"/> Yes <input type="radio"/> No Local Building or Site Development Permits	<input type="radio"/> Yes <input type="radio"/> No Water quality certification — Sec. 401 Issued By:
<input type="radio"/> Yes <input type="radio"/> No Local Clearing & Grading Permits	Other Permits List:
<input type="radio"/> Yes <input type="radio"/> No Nat. Historic Preservation Act - Section 106	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No (NPDES) Municipal Stormwater Discharge	

PART 3. ENVIRONMENTAL CLASSIFICATION

NEPA	SEPA
<input type="checkbox"/> Categorically excluded per 23 CFR 771.117()	<input type="checkbox"/> Categorically exempt per WAC 197-11-800
<input type="checkbox"/> Documented CE (DCE)	<input type="checkbox"/> Determination of Non-Significance (DNS)
<input type="checkbox"/> Environmental Assessment (EA)	<input type="checkbox"/> Environmental Impact Statement (EIS)
<input type="checkbox"/> Environmental Impact Statement (EIS)	<input type="checkbox"/> Other Action <input type="checkbox"/> Adoption
<input type="checkbox"/> Supplemental EIS (SEIS)	<input type="checkbox"/> Addendum

APPROVAL SIGNATURES

REGIONAL ENVIRONMENTAL MANAGER	DATE	REGIONAL ENVIRONMENTAL CONTACT
FEDERAL HIGHWAY ADMINISTRATION (FOR ECS USE ONLY)	DATE	COMPLETED BY
		Telephone: FAX:

PART 4. ENVIRONMENTAL CONSIDERATIONS		WIN
<p>Will the project involve work in or affect any of the following? Identify proposed mitigation. Attach additional pages or supplemental information if necessary.</p>		
<p>1. Air Quality Identify any anticipated air quality issues.</p>		
Is project included in Metropolitan Transportation Plan?	<input type="radio"/> Yes <input type="radio"/> No	
Located in an Air Quality Non-Attainment Area (for carbon monoxide, ozone, or PM 10)?	<input type="radio"/> Yes <input type="radio"/> No	
Exempt from Air Quality conformity requirements?	<input type="radio"/> Yes <input type="radio"/> No	
<p>2. Critical/Sensitive Areas Identify any known Critical or Sensitive Areas as designated by local Growth Management Act ordinances.</p>		
a. Aquifer Recharge Area, Wellhead Protection Area, or Sole Source Aquifer		
b. Geologically Hazardous Area		
c. Habitat List known species.		
(1) Threatened/Endangered Species or Priority Habitat or Species. Indicate state or federal listing.		
(2) General fish and wildlife habitat		
d. Wetlands. Estimate impacted categories and acreage.		
Estimated Acres Impacted: 0 Acres	Are wetlands present? <input type="radio"/> Yes <input type="radio"/> No	
<p>3. Cultural Resources/Historic Structures Identify any historic or archaeological resources.</p>		
<p>4. Flood Plains or Ways</p>		
Is the project located in a 100-year flood plain?	<input type="radio"/> Yes <input type="radio"/> No	
If yes, is the project located in a 100-year floodway?	<input type="radio"/> Yes <input type="radio"/> No	
Will the project impact a 100-year flood plain?	<input type="radio"/> Yes <input type="radio"/> No	
<p>5. Hazardous and Problem Waste</p>		
Identify potential sources and type.		Is project likely to involve site clean-up? <input type="radio"/> Yes <input type="radio"/> No
<p>6. Noise Identify potential sensitive receptors or previous mitigation commitments.</p>		

Draft Environmental Review Summary (continued)

PART 4. ENVIRONMENTAL CONSIDERATIONS (CONTINUED)		WIN
7. Parks, Recreation Areas, Wildlife Refuges, Historic Properties, or Scenic Rivers/Byways, 4(f)/6(f) Lands Identify areas of impact. <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>		
8. Resource Lands Identify areas of impact. <div style="margin-top: 5px;"> a. Agricultural <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> </div> <div style="margin-top: 5px;"> b. Forest/Timber <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> </div> <div style="margin-top: 5px;"> c. Mineral <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> </div>		
9. Rivers, Streams (continuous, intermittent), or Tidal Waters <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> a. Identify by name, proximity to project, and Washington Stream Catalog Number. <div style="border: 1px solid black; width: 80%; height: 20px; margin-top: 5px;"></div> </div> <div> Fisheries WA Stream No. _____ Ecology 305b Report No. _____ <div style="border: 1px solid black; width: 80%; height: 20px; margin-top: 5px;"></div> </div> </div> <div style="margin-top: 5px;"> b. Identify stream crossing structures by type <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> </div>		
10. Tribal Lands Identify. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		
11. Visual Quality Will project impact roadside classification or visual aspects? <div style="float: right;"> <input type="radio"/> Yes <input type="radio"/> No </div> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		
12. Water Quality/Storm Water <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Is project likely to increase runoff or affect water quality? Will project include water quality/quantity treatment for the new pavement? Will project include water quality/quantity treatment for existing pavement? Has a NPDES municipal general permit been issued for this WRIA? </div> <div style="text-align: right;"> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>		
13. Have previous environmental commitments been made in project area? Identify. <div style="float: right;"> <input type="radio"/> Yes <input type="radio"/> No </div> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		
14. Are long-term maintenance commitments necessary for this project? Identify. <div style="float: right;"> <input type="radio"/> Yes <input type="radio"/> No </div> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		

Instructions: Project Definition Form

Draft / Final Project Summary:

Select "Draft" or "Final" as appropriate (next to the title text "Project Definition"). While the Project Summary is being circulated in region for review/input from Environmental and Project Development, the Definition form is considered to be a draft. This would also be the case on environmentally sensitive projects that need to go for regulatory agency review and may change scope depending on their input. Once it goes before the Regional Administrator/designee for signature it will be in "Final" form to be submitted to the OSC, Program Management Office for review and approval.

Update (button):

Inserts today's date into the 'Date Form Revised' field. Use the "Update" button each time a revision is made.

Print (button):

Initiates a script (macro) to print a single copy of the current record.

WIN:

A single number to indicate the Work Identification Number and no additional text. **The unique value or key data for this database is the WIN and relates this record to others in different databases.**

SR and other SR(s):

Enter a single SR number to represent the primary SR that work is being accomplished on under this particular WIN. If multiple routes are affected, indicate the first SR and select the check box. Provide a complete list of SR's in the proposed strategy section below. Generally, the other SR(s) box is checked when a WIN has multiple PIN's on different SR's. Do not check the other SR(s) box for single PIN projects.

Region:

Region is automatically entered.

County:

List up to two counties in which work will be accomplished. Enter 'Regionwide' if more than two counties. Type the first letter of the County to be entered and Counties that begin with that letter will be displayed.

Record Created:

Automatically entered when a new record is created. This date cannot be changed.

Date Form Revised:

Date for latest significant revision to the first 2 sheets of the Project Definition form. This date should be changed as the record is periodically updated. It must be entered manually or the "Update" button can be used to insert the current date.

Revision No.:

Number of latest revision to an approved Project Summary (all forms). This value cannot be manually, but is input automatically via a script.

Title (WIN):

Location information based on project termini. This title cannot change throughout the life of the project. It is the title that refers directly to the WIN and can be different from PIN titles that are associated with this WIN.

Type of Work:

Select a type of work from the list or type individually (hit the delete key or double click in field to type text manually):

- > ACP Overlay
- > All Weather Reconstruction
- > Bridge Deck Rehabilitation
- > Bridge Painting
- > Major Bridge Repair
- > PCCP Rehabilitation
- > New Rest Areas
- > Seismic Retrofit
- > Signalization & Channelization
- > Slope Stabilization
- > New Weigh Station
- > Weigh Station Rehabilitation

Begin (WIN) KP/MP:

Enter the beginning milepost/kilometer post (for entire project WIN). KP is not based on a calculation and must be manually entered. Note that KP will not be applicable until implementation of metrication and the kilometer posts are assigned to SR's.

End(WIN) KP/MP:

Enter the ending milepost/kilometer post (for entire project WIN).

Centerline Length:

Mile value needs to be calculated based on ARM value or design information and entered manually. The Kilometer value is automatically calculated and cannot be overridden. If the Kilometer value is known, but the miles are not, non-printing fields (in orange) can be used to enter a KP value to obtain the corresponding value in miles. This calculated value must then be copied and pasted into the "miles" field manually.

Resurfacing Length:

Enter lane miles proposed for pavement overlay or reconstruction. Paving lane miles equal mainline miles plus auxiliary miles. KM value will be calculated. If the KM value is known, non-printing fields are included, and can be used as described for "Centerline Length."

Functional Class:

Select one item from value list: Interstate, Principal Arterial, Minor Arterial, Collector, All other, n/a

NHS Status:

Select one item from value list: NHS, Non-NHS

Roadway:

Check appropriate radio button selection for the roadway on which majority of work is planned. Select "Other" for ramps and cross-streets and describe in the "Description" for the particular PIN.

Will This Project Be Value Engineered?:

Select yes or no based on value engineering criteria (developed by OSC Design Office).

New/Reconstruction?:

Specify whether 50% or more of the SR corridor is planned for new alignment and/or reconstruction in the System Plan.

Other Partners?:

- > Yes - You expect funding participation from others (i.e., local agencies, developers, etc.)
- > No - You don't expect
- > Maybe - Obvious.

ESTIMATED PROJECT COSTS

Date Cost Index:

Date estimate was prepared based on the cost index.

Estimated Costs/Variance:

Enter the latest cost estimate for each phase listed. The Total Cost will be calculated automatically. Select a "Variance" for each phase and the Total (variance total is not calculated). The "Variance" reflects your best estimate of the range of potential estimate variability for each phase. For example, select "10%" if you expect the estimate to vary plus or minus 10% before ad date. Recognizing there are many exceptions to a standard estimate type, use the table below to define the 'Variance' of your cost estimate:

Estimate Type	-	Typical Variance (+/-)
Preservation - Paving	-	10%
Design Level	-	20%
Pre-Environmental	-	30%
Pre-Field Review	-	50%

The goal of the new definition process is to reduce the variance to 10% or less before the project is programmed. However, if this is not possible, select an appropriate variance level.

Benefit Cost (B/C) Ratio:

This value should be derived from the PATS system.

STATEMENT OF DEFICIENCIES/NEEDS

Comments:

Describe the System Plan or management system deficiency. Use statements like "Mobility level of service is below the adopted service objective," "Pavement condition rating is projected to drop below the adopted standard," "Accident history is above the statewide critical rate," "Pavement structure is incapable of carrying legal loads year round." Identify the System Plan page number and year, if applicable.

STATEMENT OF PURPOSE

Comments:

Describe the desired results of this project. This description must directly address the deficiency stated previously and must not unduly restrict alternative strategies for achieving the desired results. Use statements like "Improve mobility by increasing the level of service" or "Rehabilitate existing pavement to increase the pavement condition rating" or "Reduce the existing accident rate and severity rate" or "Rehabilitate existing pavement to improve load carrying capacity." In order to not prejudice the environmental and/or public involvement processes, avoid any specific statements of project solutions unless you are certain the project scope will not change.

OPTIONAL: Use text from the pull-down field located below the Statement of Purpose field for standard descriptions. This list is provided for convenience only and is nonprinting. The text shown can be cut and pasted into the description fields, or the button labeled "Paste" can be used. This list is organized according to the following categories:

- Resurfacing
- Bridge
- Rest Areas
- Mobility Improvements
- Bicycle/Pedestrian Improvements
- Reconstruction
- Safety Improvements
- Environmental Retrofit
- Miscellaneous
- Weigh Stations

To find the text listed under a certain category type, type the first letter of the category and the list will scroll to that point on the list (for example, type "s" to scroll to the text selections for the Safety category). The ">" can be removed from the start of the text. To use the "Paste" button, select the item you want to add to the "Statement of Purpose" field, then click the "Paste" button to have that item added to the end of any text in the above field (the ">" is automatically removed).

PROPOSED STRATEGY

PIN - One of Project Identification Numbers associated with this WIN, but should each be listed separately within their own field.

% - Estimate portion of total work item costs contained in this PIN.

Subprogram/Category - Select one from the menu.

SR, BEG to END MP - Identify the beginning and ending mileposts, and the SR referred to, for each PIN (the text "to" will appear between begin and end values when a number is entered into the begin MP field).

PIN Title - Indicate the project title associated with the PIN number. This title could be the same as the WIN, but may not be.

Type of Work - List the type of work in the space just below the first PIN.

Description - Describe the major elements of the proposed action.

[NOTE: Number of PINs indicator (0 - 5+): The default form has room for 2 PIN(s), use the radio button selection to indicate the number of PIN(s) associated with this WIN from 0 to 5+, although the forms included can contain information for a maximum of 4 PIN(s).]

[NOTE: Green numbered squares: are buttons that switch you to a similar layout that differs only in the number of PIN sections provided. If more PIN(s) need to be described, switch to the layout with space for only 3 or 4 PIN(s).]

Right-of-Way Needed:

Indicate whether right-of-way is needed. If yes, also indicate if the roadway is being relocated.

Preconstruction Duration:

Estimate the time in months to develop a complete set of "ad ready" contract documents and acquire any right-of-way. Provide additional comments on your schedule assumptions.

Construction Duration:

Estimate the number of months required to substantially complete the project. Provide additional comments on your schedule assumptions.

Recommended Ad Time:

Identify the general ideal time for advertisement of the project or check "any" if it doesn't matter.

Draft/Final Project Definition, WIN, SR (WIN), Title, Type of Work, Date Form Revised, and Revision No.:

These are the same fields as those on the first page and should appear from earlier entries.

Preliminary Environmental Review:

In addition to the more detailed description on the Environmental Review form, provide brief summary of environmental documentation required (EIS, EA, CE, etc.) and any environmental permits required. At a minimum, the first page of the Environmental Review Summary must be completed. This section can be completed for either Program Management or Environmental staff as agreed upon in each Region.

Design Decisions:

Provide brief summary of design decisions made to date (i.e., design level, potential deviations, proposed pavement type, etc.). The pavement depth will appear if completed on the design decisions page, do not change here. This description should be described in further detail on the Design Decisions Summary form.

Public Input:

Provide brief description of public involvement completed or proposed. This section can be completed for either Program Management or Environmental staff as agreed upon in each Region.

Project Commitments:

Identify any commitments WSDOT has made to other organizations or agencies, excluding environmental commitments. Identify any commitments made by other agencies or organizations to WSDOT.

Potential Utility Impacts:

Identify known affected utilities and the extent of impact (i.e., length, relocation vs. adjustment, etc.).

Work Zone Traffic Control Strategy:

Identify the anticipated level of traffic control (i.e., use of concrete barriers, construction at night, need for detours, etc.).

Potential Railroad Impacts:

Identify known affected railroads and the extent of impact (i.e., crossings, bridge clearances, railroad flagging required, etc.).

Specialized Workforce Expertise Needed:

Identify discipline beyond a typical Design Team and extent of their involvement in either the PE phase or construction.

Other Issues:

Describe any other issues associated with the project.

Regional Project Approval:

Signature block for the appropriate regional representative as delegated by the Regional Administrator. This signature certifies approval of the project scope only. This signature does not certify design approval. The approval date should be the date the form was signed, not the date it was printed.

OSC Program Management Approval:

This signature block certifies OSC agreement that the scope of the project is cost-effective and consistent with the System Plan and Design Level matrices. The approval date should be the date the form was signed, not the date it was printed.

OSC Comments:

Space for any comments made by OSC Program Management staff.